



STATEMENT OF WORK

PHASE II INVESTIGATION OVERSIGHT AND TECHNICAL SUPPORT

CITIZENS GAS AND ELECTRIC COMPANY SITE COUNCIL BLUFFS, IOWA

Purpose

The purpose of this work assignment is to provide oversight and technical support and other support activities to the U.S. Environmental Protection Agency (Region VII) for the Citizens Gas and Electric Company site in Council Bluffs, Iowa. This work will be provided throughout the Phase II Investigation for this site.

Background

The Citizens Gas and Electric Company site in Council Bluffs, Iowa is the former location of a coal gas manufacturing facility. From approximately 1870 until 1930, the site was used to manufacture coal gas using the carbonization gasification method. Coal was cooked in ovens to produce gas and various gas by-products. These gases required treatment to remove tar, ammonia, "light oils" (i.e., xylene, toluene, ethylbenzene, and benzene), naphthalene, and sulfur compounds before use. By-product tars and carbon were produced along with the gas. Typical wastes associated with these gas production methods include spent oxide waste, tar residues, sludges, wastewater, ash, and phenolic and ammonia compounds. A Phase I investigation by the company found indications that volatile organic compounds have migrated off-site. A natural gas regulator station and laboratory, purifier house, and some associated facilities are still standing on the property.

Enforcement Action

On September 30, 1993, EPA issued an Administrative Order on Consent to the PRP which required this party to conduct a Phase II Investigation to determine the areal extent and depth of contamination and the need for a removal action(s). The PRPs will begin the field work in April 1994.

Activities

The U. S. EPA requires support from the contractor for the Citizens Gas and Electric Company site. The contractor will perform the following tasks related to the Phase II Investigation support:



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SUPERFUND RECORDS

TASKS

Task 1 - Preparation of Work Plan/Project Planning/Project Closeout

The contractor shall attend a scoping meeting with the Work Assignment Manager (WAM), Project Officer (PO), and the Contracting Officer (CO) at the EPA office. The contractor will prepare a work plan following review of file documents and the scoping meeting. After review and approval, a final work plan shall be prepared.

Staffing of the project must be sufficient to complete the tasks according to the schedules required in this Statement of Work. Resumes for all assigned personnel must be included in the Work Plan.

Project Closeout

The contractor shall close out this work assignment at the direction of the RPM. Project closeout activities shall be included and budgeted in the Work Plan.

Schedule of Deliverables

<u>Deliverable:</u>	<u>Due:</u>
Work Plan	Thirty days scoping meeting
Quality Assurance Project Plan	Thirty days before field work begins
Document Review/transmittal of comments to EPA	Fourteen calendar days after receipt of documents unless otherwise determined by the RPM
Modifications of contractor comments	Three days after request
Fact Sheet	Three weeks before field work begins
Verbal field Oversight Report	Weekly during oversight
Written field Oversight Report	Weekly during oversight
Written Field Oversight Report	Within two weeks of completion of field activities
Target Survey Report	Two months after final report from PRP

The deliverables will be coordinated between the project manager for the contractor and the EPA WAM.

TASK 2 - Oversight of Field Activities

Contractor shall prepare a site specific Quality Assurance Project Plan to specify procedures for sampling and analysis of samples collected as part of the Phase II Investigation activities;

Contractor shall provide oversight and documentation of PRP conducted field investigations and other Phase II Investigation activities, including, but not limited to, ground water sampling, soil sampling, soil borings, monitoring well installation, site preparation;

Contractor shall collect split samples of media sampled by the PRPs during field activities or of any other samples;

Contractor shall observe and inspect Phase II Investigation site work and activities to assure compliance with the Administrative Order. This may require personnel to be onsite continuously during field activities. During this onsite work, the contractor shall provide weekly verbal and written reports describing oversight and PRP activities.

Trip reports shall be submitted within two weeks of completion of oversight work unless otherwise specified. Trip reports shall include documentation of all field activities including a description of any deviations from the approved work plans and a summary of any oversight sampling conducted.

Additional travel may be necessary to consult with the PRP parent company which is located in Omaha, Nebraska or with the IDNR in Des Moines, Iowa. Each trip is anticipated to require two working days. This would be in addition to the travel required for oversight in Task 2.

TASK 3 - Review of Submittals

The contractor shall review and provide comments to the RPM on PRP submittals. The contractor shall provide the requested technical review assistance to the RPM for work plans, reports, and other documents and submit comments to the RPM within the time frames requested. The contractor shall coordinate with the RPM on the need for verbal and/or draft comments and the schedule for delivery of the comments. These documents shall be reviewed for consistency with the Administrative Order, the Statement of Work for the Phase II Investigation, the NCP, and relevant EPA regulations and guidance.

TASK 4 - Technical Assistance to the RPM

The contractor shall provide requested technical assistance

to EPA in regards to specialized needs as determined during the Phase II Investigation. This may include providing support during meetings and briefings and submitting reports detailing these activities as directed.

The contractor shall complete a Target Survey report which will assess the pathways at the site and its HRS potential. The Target Survey report will be completed after reviewing information contained in the PRP's Phase I and Phase II Investigation reports, and using the contractor's knowledge of the site, and the preliminary assessment of the site which was completed by EPA.

The contractor will use the Pre-Score method of assessment and the format of the report will be compiled in a way that is FOIAable.

TASK 5 - Community Relations Support

The contractor shall provide community relations support to EPA. This will include submitting information to the EPA WAM to develop a fact sheet for the site.

Personnel Qualifications

Any personnel assigned to conduct oversight, review, and other support activities must have a minimum of two years of related experience. Experience should be in the areas of design and installation of monitoring wells, hydrogeology, soil excavation, and ground water treatment.

Period of Performance

The period of performance for this work assignment is from February 1994 through November 1994.

INDEPENDENT GOVERNMENT COST ESTIMATE

WORK SHEET

Task 1 - Preparation of Work Plan/Project Planning/Project Closeout

Conflict of interest checks	7 hrs.
Review of site documents	25 hrs.
Preparation of Work Plan	35 hrs.
Preparation of QAPP	65 hrs.
Monthly progress reports	
3 hrs./mo. x 23 mos. =	69 hrs.
Project closeout	10 hrs.
Total LOE	211 hrs.

ODCs

Mainframe - 23 mo./\$100	\$2300
PC - 80 hrs./\$6.50 hr.	\$ 520
Reproductions 5,000 pa x .13	\$ 650
Telephone	\$ 500

Travel Associated with preparation of Work Plan:

Local travel	\$5 parking	\$ 5.00
Scoping meeting	70 mi./.25	\$17.50
Total		\$22.50

Task 2 - Oversight of Field Activities

TRAVEL:

For oversight trips:

10 trips total @ 2.5 days/trip =	25 days
2 people/trip/\$69 per day per diem	
10 trips - from: Shawnee, KS	
to: Council Bluffs, IA	\$3588
2 people/trip/2 days per trip	\$ 552
\$69 per day per diem to:	
Des Moines, IA (IDNR)	
Omaha, NE (PRP's office)	
Vehicle rental - \$45 day/25 days	\$1125
Miscellaneous: gas	
tolls	
parking	
total	\$ 200
Travel LOE (9x2x25)	450 hrs.
Total travel	\$4140

ODCs:
log books
photos
sampling equipment \$ 200

Task 3 - Review of Submittals

Technical Review Assistance for:
Workplans
Reports
Support documents 80 hrs.

Task 4 - Technical Assistance to WAM

Provide technical assistance for:
Review of PRP documents
Support during meetings with PRPs
Submit reports of support activities 55 hrs.

Complete Target Survey report on pathways
to determine HRS potential 250 hrs.

TASK 5 - Community Relations

Provide information necessary for
EPA to prepare Fact Sheet 20 hrs.